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30 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report

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1. On Tuesday [REDACTED] DC/Special Programs Division/OC, and his training officer, [REDACTED] visited the Language School at our invitation to discuss the language training of their personnel. Up to now we have considered students from SPD/OC as candidates for aural comprehension courses but have been somewhat unclear as to the best way to handle aural comprehension courses to best satisfy the needs of the students. [REDACTED] gave us a number of clues as to how we might improve our training and provided us with his best estimate of his language training requirements through 1975. This projection listed about 80 training requirements in 12 languages, some of which will have to be resolved by external training.

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[REDACTED] felt that he could better discuss tailoring our training to the job needs of the students if we (the LS staff) had SI clearances. We have submitted such a request to SO/TR for the AC/LS and department chiefs so that we can discuss the training problems in more depth.

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2. [REDACTED], DDP/TRO, invited [REDACTED] and me to a meeting in [REDACTED] office with [REDACTED] Chief, Central Cover, also present. The thrust of the problem, according to [REDACTED] was that Cover is getting a number of requests for

cover for people who for one reason or another take language training externally and need cover which is difficult to supply. I noted that we cannot accommodate all ad hoc requests for training and that some cases we are unable to handle internally. [REDACTED] felt that better personnel planning by the Divisions would result in our being able to handle more of these special cases of language students.

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[REDACTED] asked [REDACTED] to prepare a memorandum for Mr. Karamessines' signature emphasizing the importance of adequate planning for language training with the injunction that the Language School should be used whenever possible.

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3. [REDACTED], Chief, Romance Languages Department, and his Deputy, [REDACTED], have been conferring with Dr. Clelland Harris, Chief, Romance Languages at FSI, on problems of mutual interest involved in the teaching of Italian, Romanian, Spanish, and French. These informal meetings have been occurring on an ad hoc basis about once a week and have already resulted in a fruitful exchange. This week plans were set in motion to enlarge the meetings to include opposite numbers at DLI. The first such "Little Interagency Roundtable - Romance Languages" is scheduled to take place at the Language School on 26 May.

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4. The following excerpt is from a 14 April 1971 dispatch from the COS/[REDACTED]

"The Station believes strongly that maintenance of a satisfactory language capability in the future requires that each future officer replacement receive the basic five to six month [REDACTED] language course at Headquarters before his departure which in most cases should result in his having an intermediate speaking level on his arrival at the Station. From our experience with various [REDACTED] language training courses sponsored locally by the [REDACTED] government and others we have concluded that the Agency [REDACTED] language course surpasses all by a wide margin."

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5. [REDACTED] has been conducting a class in Chinese-English translation [REDACTED] once a week for almost a year. As they take up more complicated materials in Chinese, it becomes apparent that the students need to know more about the grammar of Chinese. As native speakers of the language, they intuitively know what is or is not a well-formed sentence in Chinese. In reframing it for English translation, however, they need to understand what the criteria are for a well-formed sentence in Chinese. In other words, they need to be able to talk about Chinese grammar. [REDACTED] is therefore devoting a few sessions to discussing Chinese grammar with Chinese speakers.

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6. Today [REDACTED] and I interviewed another candidate for the position of Lao language instructor. [REDACTED] seems to be a good prospect. He has been teaching Lao at various schools in the area since 1966 and has worked on the preparation of materials as well. He is an intelligent young man with two years of medical college. He communicates quite well in English and should make a good teacher. We are hopeful of securing a provisional clearance for him to allow him to work with Mr. [REDACTED] on recording Lao materials. If both [REDACTED] are approved by Security, they, together with Mr. [REDACTED], would give us a very strong Lao faculty.

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7. The Steering Committee held a meeting on 26 April to review criteria for assigning proficiency levels in a language proficiency test. This meeting resulted in a revised version of a set of guidelines for assigning proficiency levels that had been developed by the Testing Branch with the assistance of the linguistic staff and the testers. This new set of guidelines, which is intended only for the examiners, is expressed only in terms which are measurable in our present testing situation. The major changes in this set of guidelines are: a) the determination of the relative importance of the speaking elements, with grammar and vocabulary having the heaviest weight in a rating, and b) the characterization of the idea of the "plus" (+).

8. Language School Statistics:


Students and Classes as of the week of 19 - 23 April 1971:

<u>Students</u>	<u>Classes</u>
Full-time - 85	Full-time - 35
Part-time - <u>164</u> (47 BAHLT) (67 Hqs.)	Part-time - <u>57</u> (8 BAHLT) (13 Hqs.)
TOTAL.....249	TOTAL.....92

Laboratory hours for the week of 19 - 23 April 1971:

Language School - 128
Headquarters - 40

There were 29 proficiency tests given during the week of 19 - 23 April 1971.


Acting Chief, Language School

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